

JOB OPPORTUNITY

Job Opportunity Bulletin:

#05-113 &
#05-114

Final Filing Date:

1/23/06 or Until Filled

Position:	Salary:	Location:
Construction Financing Representative (CFR) (Two Positions)	CFR: \$4,111 - \$4,997 (Salary with recruitment pay differential is \$4,317-\$5,247)	Office of Statewide Health Planning and Development Cal-Mortgage Loan Insurance Division 300 Capitol Mall, Suite 1500 Sacramento, California 95814
Or Staff Services Analyst (G)	SSA: Range A \$2632-\$3201 Range B \$2850-\$3465 Range C \$3418-\$4155	

General Statement: The Cal-Mortgage Loan Insurance Division of the Office of Statewide Health Planning and Development (**OSHPD**) administers the California Health Facility Construction Loan Insurance Program, a multi-billion dollar loan insurance program that assists non-profit health facilities in accessing capital for construction and expansion projects throughout California. Cal-Mortgage is recruiting for two highly motivated Construction Financing Representatives (CFR) or Staff Services Analysts (SSAs), who are able to take initiative, work independently, handle multiple priorities, and exhibit a high degree of professionalism. The positions may be downgraded to SSA for recruitment purposes. Under the direction of a Construction Financing Supervisor, the CFRs or SSAs will,

Duties (Duties would be modified for SSA level):

- ❖ Evaluate, review and determine the feasibility of health facility applications for loan insurance.
- ❖ Respond to inquiries of potential applicants for loan insurance by making written and oral presentations to the board of directors and management and other interested parties.
- ❖ Prepare a Project Summary and Feasibility Analysis (**PS&FA**) and make a recommendation to the Construction Financing Supervisor and Deputy Director as to whether a project should be approved or denied. Present the PS&FA to the Advisory Loan Insurance Committee.
- ❖ Review legal documents before formal loan closing for accuracy according to legal requirements and department policy. Participate in the formal closing of the insured loan, which includes making sure all department requirements are met before the loan is insured.
- ❖ Monitor a portfolio of approximately 15 insured projects for compliance with requirements as stated in the insured loan's legal documents. Conduct site visits at insured facilities and complete site visit reports.
- ❖ Analyze and input financial and project data into the office's Tracker system and into the Moody's Financial Analyst System.
- ❖ Participate in the preparation of "work out plans" for projects in technical or financial default to affect a turnaround and to protect the interests of the OSHPD Health Facility Construction Loan Insurance Fund and the State's General Fund.
- ❖ Visit project construction site to verify construction progress and authorize disbursement of funds.

Desirable Qualifications:

- ❖ Dependable, punctual, and good attendance habits.
- ❖ Bachelor's degree in a business related field. Related education or experience in finance, banking, budget review and analysis, auditing, accounting, real estate, financial analysis, or public health care issues. Sound judgment in dealing with the public and management.
- ❖ Must be available to travel throughout California by plane, car, or other means of transportation approximately 30-40% of the time.

Who May Apply: Applications will be accepted from individuals who have list, transfer or reinstatement eligibility to the above classes, or who meet the minimum qualifications (MQs) for appointment (pending competition in a state civil service examination) to the CFR position. Only the most qualified Individuals will be selected for an interview. To view the MQs for this class, see the MQ section of the Construction Financing Specification at the following link: <http://www.dpa.ca.gov/textdocs/specs/s5/s5119.txt>. **The Construction Financing Representative position may be downgraded to Staff Services Analyst for recruitment purposes.**

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a State Examination and/or Employment Application, STD. 678 and a resume to:

OSHPD - Cal-Mortgage Loan Insurance Division
Attn: Merrilee Malcomb (**JOB's #05-113 & #05-114**)
300 Capitol Mall, Suite 1500
Sacramento, California 95814

For more information contact Merrilee Malcomb at (916) 327-5860.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

